

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, November 3, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Schmidt, Hilbert and Kuehl

MEMBERS EXCUSED: None.

ALSO PRESENT: Sarah Hinze, Human Resources Director; James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Sheriff Dale Schmidt; Ed Somers, Clearview Administrator/Executive Director; Justin Reynolds, IT Director; Jeff Hoffman, UW Extension-Area Director.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Greshay to approve the minutes of the regular and closed session meeting of October 20, 2020 and the open and closed session minutes of the special meeting on October 27, 2020. Second by Hilbert. Motion carried without negative vote.

Hinze referenced the COVID-incentive for licensed staff policy for Clearview. Somers provided an explanation for the policy request including a summary of the COVID-related absences at Clearview.

Motion by Hilbert to approve the Clearview COVID-incentive for licensed staff policy as presented through March 31, 2020. Second by Schmidt. Motion carried without negative vote.

Hinze presented a revision to Policy 119.2 - Compensatory Time to include holiday and vacation time converted to compensatory time for non-sworn employees in the Sheriff's Office. Hinze stated that this provision was never officially included in the policy.

Motion by Greshay to approve the revision to Policy 119.2 – Compensatory Time as presented. Second by Hilbert. Motion carried without negative vote.

Hinze presented a revision to Policy 111 – Hours of Work to include language regarding Sheriff's office employees switching hours.

Motion by Hilbert to approve the revision to Policy 111 – Hours of Work as presented. Second by Schmidt. Motion carried without negative vote.

Hinze presented a revision to Policy 214 – Sick Leave to consider extending the ability for employees to convert up to two sick leave days to personal days.

Motion by Schmidt to approve extending the provision under Policy 214- Sick Leave to allow employees to convert up to two sick leave days to personal days in a calendar year and in effect until revoked by the Committee. Second by Hilbert. Motion carried without negative vote.

Hinze stated that as part of the established McGrath Human Resources Group priority list of recommendations, special assignments were discussed with the Sheriff's Office. Hinze reviewed a proposed policy of the Special Assignments for the Sheriff's Office.

Motion by Greshay to approve the Special Assignments Policy as presented and implemented once developed in Kronos. Second by Kuehl. Motion carried without negative vote.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) CDL Driver/Plow Operator – Seasonal

One (1) Contact Tracer Pool – LTE

One (1) Extension Agricultural Educator

Highway
Human Services & Health
Dodge Extension

Motion by Greshay to approve the Personnel Requisition for a pool of CDL Driver/Plow Operator – Seasonal as needed for the Highway Department. Second by Hilbert. Motion carried without negative vote.

Motion by Schmidt to approve the Personnel Requisition for a pool of Contact Tracers as needed for the Human Services & Health Department. Second by Greshay. Motion carried without negative vote.

Hoffman presented a Personnel Requisition for a State position for an Extension Agricultural Educator. Hinze indicated that since this was a State position and not a County position there was no need for a Personnel Requisition. Hoffman explained that this State position will be shared with another County. Motion by Schmidt to approve UW-Extension to move forward with the Extension Agricultural Educator shared position. Second by Kuehl. Motion carried without negative vote.

There were no leaves for consideration.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: APPOINTED OFFICIAL: None. NEW HIRE – FULL TIME: Joshua Branovan, Highway Maintenance Technician, Highway, \$21.18, HWY05, ST01, 10/21/2020; Lindsey Kahler, Clinician IV – Clinical Services Intake, Human Services & Health, \$30.23, DC09, ST01, 10/12/2020. HIRE – PART TIME: None. LIMITED TERM/SEASONAL NEW HIRE: Morgan Wisth, GIS Intern, Land Resources & Parks, \$12.00, MSC19, ST01, 10/13/2020; Mary Trott, Contact Tracer II – LTE, Human Services & Health, \$23.58, DC06, ST01, 10/19/2020; Angela Lindgren, Contact Tracer I – LTE, Human Services & Health, \$19.15, DC04, ST01, 10/12/2020; Kaleb Kohn, Contact Tracer I – LTE, Human Services & Health, \$19.15, DC04, ST01, 10/12/2020; Laurie Loomans, Contact Tracer I – LTE, Human Services & Health, \$19.15, DC04, ST01, 10/12/2020. LIMITED TERM/SEASONAL REHIRE: Carol Schwab, Contact Tracer I – LTE, Human Services & Health, \$19.15, DC04, ST01, 10/21/2020. RECLASSIFICATION: Megan Terbeest, Social Worker II – Foster Care Coordinator Human Services & Health, \$25.80, DC07, ST01, 10/08/2020. PROMOTION: None. TEMPORARY ASSIGNMENT: None.

The Committee reviewed the Orientation Period Reports.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report

Closed Session:

Roll call vote was taken.

Motion by Schmidt, second by Hilbert to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 9:45 a.m.

Open Session:

Motion by Schmidt, second by Hilbert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:20 a.m.

Future Agenda Items: N/A

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Wednesday, November 18, 2020 at 9 a.m. and Tuesday, December 1, 2020 at 9:30 a.m. and Special Meeting Thursday, November 12, 2020 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:32 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, November 3, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl

MEMBERS EXCUSED: None

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director
Tonia Mindemann, Assistant Human Resources Director; Sheriff Dale Schmidt.**

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There was discussion regarding strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin.

Open Session:

Motion by Schmidt, second by Hilbert to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:20 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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